

(2) Mapping of UoCs for Senior Clubhouse Assistant

QF Level	Job Title	Senior Clubhouse Assistant		
3	Job Descriptions	Supervise subordinates to handle customer services in club house, monitor club house activities and follow up outstanding payment, assign appropriate staff to suitable posts, etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Supervise subordinates in handling individual emergency cases	PMZZEM302A*	3
		Lead subordinates to prepare, promote and carry out activities in shopping centres and other cultural, recreational and community activities	PMZZOS305A	1.5
		Inspect on the management and use of club house, cultural and recreational facility	PMZZFM301A	3
		Lead subordinates to handle petty cash income and follow up on outstanding payment	PMZZFN301A*	3
		Assign appropriate staff to be on duty at different posts, arrange shift duties and on-the-job training	PMZZHR301A	1.5
		Supervise a property management team to complete relevant tasks	PMZZHR302A	3
		Lead subordinates to carry out safety measures in property management work	PMZZHR303A	1.5
		Lead subordinates to carry out customer service duties	PMZZHR304A	3
		Total		19.5

Remarks: *The name of the specified UoCs is required to be adjusted or rephrased to describe the relevant competency standards.